



## JOB DESCRIPTION

**POST:** Director of Place

**REPORTING TO:** Deputy Chief Executive

**RESPONSIBLE FOR:** Development Management; Planning Policy; Infrastructure, Heritage; and Planning Enforcement.

Sustainable Communities & Wellbeing, including Community Development, Community Safety, Sport, Leisure & Physical Activity, Community Health and Wellbeing.

Sustainable Economy, including Inward Investment, Business support and Development, Culture & Visitor Economy.

**GRADE:** Director (up to £98k)

## MAIN JOB PURPOSE:

This new role and new directorate is a unique opportunity to shape the future of the districts, driving economic prosperity, sustainable development and enhanced community wellbeing.

The Director of Place will provide a key leadership role in delivering the Councils' priority outcomes, helping to create thriving, resilient communities and businesses and creating the conditions for a more sustainable future for Babergh and Mid Suffolk. Through the leadership of the key determinants of place and bringing their unique contributions together, you will lead, develop and deliver improved life outcomes for all citizens and communities across the districts.

You will be the Councils' strategic lead and principal policy advisor on sustainable communities, wellbeing, economy and planning, translating political objectives and priorities into coherent initiatives that will deliver exceptional public services for Babergh & Mid Suffolk to build resilient and thriving places. You will ensure that the challenges faced by our rural and urban communities are supported strategically and focus on the needs and opportunities specific to each place.

You will ensure that leadership of services and change is delivered through collaborative approaches, working with partners, communities, businesses and citizens.

You will provide leadership and direction for the key place-based services within the directorate, ensuring integrated approaches across these teams to drive efficiency and transform service delivery to provide best value for money and outcomes for our residents.

You will always ensure that the Council is focused on improvements in our customer experience through integration with other key partners.



## KEY RESPONSIBILITIES:

### Strategic Leadership:

- Lead and develop the Councils' new Place Directorate ensuring that its activities align with the Councils' strategic vision, objectives, resource strategy, governance and other corporate policies.
- Think and plan strategically, contributing to the overall leadership and management of Babergh & Mid Suffolk districts.
- Lead, manage and deliver the services within the Directorate, ensuring rigorous performance, risk and financial management.
- Work collaboratively across Council services and with external partners.
- Provide inspirational leadership and direction to a multidisciplinary service area ensuring a culture of innovation, collaboration, and performance excellence.
- Promote professional development and continuous learning within the service to build capacity and expertise in planning, economic development and community wellbeing.
- Foster a collaborative working environment across the organisation, promoting cross-departmental working and integrated service delivery.
- Be responsible for significant delegated financial budgets and resources ensuring that they are allocated effectively for the delivery of place and residents' services in a manner that demonstrates value for money and compliance with relevant policies and guidelines.

### Service Specific

- Lead the relationship with our communities and partners to improve the outcomes for all our residents and develop the wider public sector family and our partnerships, necessary to achieve real and positive impacts on the lives of all our residents.
- Act as the Councils' strategic lead and principal policy advisor on Sustainable Community, Economy and Planning services, providing guidance and support to the Cabinet and other councillors in translating their political objectives and priorities into coherent initiatives that will deliver exceptional services and impact.
- Identify innovative opportunities to support the delivery of best possible outcomes for our residents and businesses.
- Ensure that there is a clear and consistent focus across the Councils and our partners on delivering an inclusive, place-based approach to building thriving and resilient communities and businesses.

### Planning and Development:

- Lead the development of the Councils' Joint Local Plan, ensuring that it reflects the needs of the community, businesses, and future generations.
- Oversee planning policy, development management, infrastructure (including CIL) and heritage as well as supporting the regeneration of key sites within the districts.
- Ensure compliance with planning regulations, while fostering innovation and flexibility to support sustainable development.
- Engage with developers, communities, and stakeholders to deliver high-quality development outcomes that enhance the districts' built and natural environment.



### **Sustainable Economic Development:**

- Lead on the implementation of the Councils' Economic Development Strategy.
- Lead initiatives to attract investment into the district, working with key partners to ensure the districts maximise business growth and development.
- Support the creation of an entrepreneurial ecosystem that encourages innovation and the growth of small and medium-sized enterprises (SMEs).
- Champion sustainable economic growth that benefits all areas of the districts and addresses local employment needs.
- Work with key stakeholders to ensure that employers have the right skills available to them now and in the future.
- Implement and deliver the Culture, Tourism and Visitor Economy Strategy in partnership with district, regional and national bodies to secure funding and support for cultural development projects.

### **Sustainable Communities & Wellbeing:**

- Lead and further develop the locality approach to supporting and enabling communities through community development, grant making and working collaboratively with statutory partners, the voluntary, community and faith sector, and other internal directorates within the two councils.
- Lead on tackling inequalities in health and wellbeing, through the lens of the wider determinants of health across the districts, working collaboratively with partners, including Ipswich & East and West multi-agency Health Alliances and West Suffolk Community Safety Partnership.
- Drive forward a focus on prevention and early intervention, addressing the underpinning determinants of healthy and sustainable communities.
- Foster community engagement and participation with residents to build community social action and resilience.
- Design services to focus on the priority outcome of a 'council that works for and with the community' in key service areas with a focus on developing stronger communities that are able to help themselves and one another.

## **What you will need to Succeed**

You will be an exceptional strategic and system leader with a proven track record of delivering and leading complex programmes. You will have extensive experience of operating successfully within senior leadership teams and partnership boards, shaping, and influencing innovative, high-quality practice.

Your leadership will inspire a culture of continuous improvement where staff are empowered and motivated to deliver effective, joined up services focusing on place. You will ensure your directorate has clear strategic direction and cohesiveness between its functions and responsibilities.

You will engage effectively with residents and businesses, ensuring their voice is heard and empowering and enabling them to build resilient communities. You will have exceptional political nous and acumen and will align with the values of the organisation. You will have a creative, innovative, 'can do' attitude and will agree with us that silos are just for grain!



## Generic Responsibilities

To produce and implement required strategy/work programmes for the Service Area in conjunction with the Senior Leadership Team.

To support the implementation and realisation of the Councils' Joint Strategic Plan, by developing and implementing service planning, promoting and reporting performance regularly across the two Councils and with partners.

To lead strategic and operational planning to achieve business goals by fostering innovation, prioritising initiatives, and coordinating the evaluation, deployment, management of resources and ensuring excellent internal/external communications.

To plan, co-ordinate, direct, and design all operational activities as well as providing direction and support for services, and value for money.

To ensure we deal with our customers in an effective way, whether they are in contact with one Council service or several, ensuring that the services across both Councils are sensitive to the needs of individuals and the wider community.

To produce a costed (budgets, resources, IT and people) programme plan each year, reflecting the organisational Medium-Term Financial Plan.

To support the service areas in identifying, specifying and implementing new ways of working which produce demonstrable efficiency savings and/or improved service delivery, and to identify/encourage opportunities for service transformation and improvement.

To work with the Senior Leadership Team and both Cabinets to deliver a transformational agenda that enables both Councils to deliver their corporate objectives effectively and efficiently using innovative approaches.

To build and lead successful joint working arrangements and partnerships in a 'whole system' approach with the wider public, private and voluntary sectors, internal and external service providers and agencies to deliver high quality, cost effective services and improved outcomes for communities.

To ensure that all duties and service activities are carried out in compliance with statutory processes, corporate policies and the Councils' constitutions.

To be accountable for the delivery, continuity, recovery, information security, and risk management of the service. To escalate risks where appropriate.

To ensure the effective use of resources – capital and revenue budgets, resource planning and management. Also to ensure that appropriate controls (e.g. governance, project management, change control, security policies etc.) are undertaken in such a way to ensure high quality and timely outcomes to meet organisational requirements.

To oversee the commissioning, negotiation, and administration of services, in accordance with Council policy.

To lead and/or participate in key strategic projects and undertake research as required.



To play a key role in the interface between two sets of Elected Members and employees, supporting the democratic processes, and providing advice as appropriate. Proactively manage any conflicts which may arise as a result of having separate political leadership.

To lead the effective management and development of employees within the service, and to maximise the contribution of employees by ensuring that the Councils' performance appraisal and development processes are undertaken effectively, and that the Council's Human Resources and Equalities Policies are applied consistently.

To enhance each council's reputation by promoting a positive image of each organisation and its communities, and to represent each Council equally and without bias.

To undertake, as required, specific responsibilities in emergency planning, participating in the corporate response to civil and national emergencies, responding to events in accordance with the Civil Contingencies Act 2004.

To be aware of your responsibilities under the Corporate Manslaughter and Corporate Homicide Act 2007 and the implications of this on yourself and the Council. This creates a new statutory offence that arises if the way in which the Councils activities are managed or organised causes a death and amounts to a gross breach of duty of care towards the deceased person.

To undertake such other duties as may reasonably be required which are compatible with and/or arising from those listed above.

### **Additional Information**

This post is designated as being politically restricted in accordance with the terms of the Local Government and Housing Act 1989.

This post has responsibility to provide Emergency Response support for any emergencies as and when required in accordance with the Council's duties under the Civil Contingencies Act 2004.

### **Person Specification**

<p><b>Qualifications and Experience</b></p>	<p>Degree or professional qualification in a relevant field such as leadership/management, Town &amp; Country Planning, Economic Development or Community Development.</p> <p>Significant senior management experience in a local government, public or voluntary sector environment, with a track record of successful place-based leadership and a focus on sustainable economic development, community wellbeing and planning.</p> <p>Experience of developing and delivering large-scale strategic projects and programmes with significant impact on local communities.</p> <p>Experience of working in a political environment, with direct involvement in policy formation and decision-making.</p>
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	<p>Proven track record of partnership working, engaging a range of stakeholders to deliver strategic outcomes.</p> <p>Demonstrated experience in managing complex budgets and delivering financial sustainability.</p> <p>Understanding of current issues and challenges facing local government and statutory and voluntary sector partners.</p>
<p><b>Skills and Abilities</b></p>	<p>Strong leadership and people management skills, with the ability to inspire, motivate, and empower staff to deliver high standards of performance.</p> <p>Excellent strategic thinking and problem-solving abilities, with the capacity to translate vision into operational delivery.</p> <p>Outstanding communication and interpersonal skills, with the ability to engage effectively with elected Members, senior officers, partners, stakeholders, and the wider public.</p> <p>Strong political awareness and the ability to work effectively within a complex political environment.</p> <p>A sound understanding of relevant statutory, regulatory, and policy frameworks within planning, economic development, and communities &amp; wellbeing.</p>
<p><b>Personal Qualities</b></p>	<p>A dynamic, forward-thinking leader with a passion for creating thriving, sustainable communities and places.</p> <p>Commitment to inclusive leadership and to promoting equality, diversity, and inclusion in all aspects of service delivery.</p> <p>Strong commitment to public service, with a focus on improving outcomes for local residents and businesses.</p> <p>High levels of integrity, resilience, and adaptability, with the ability to manage competing priorities in a high-pressure environment.</p>
<p><b>Equality and Diversity</b></p>	<p>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).</p>



<b>GENERIC COMPETENCIES</b>	
<b>Personal Attributes</b>	<b>Competency Descriptions</b>
<p>Demonstrates self-management in the context of corporate working: is able to manage a challenging workload.</p> <p>Tenacious and resourceful – displays resilience: evidence of being able to deal with conflict</p> <p>Relishes a challenge and has the persistence to succeed Is self-aware enough to define potential in relation to own strengths and those areas that are less developed.</p> <p>Takes personal responsibility for ensuring that diversity/equality are respected and acted upon.</p> <p>Challenges the status quo and is able to articulate views persuasively and with confidence; has confidence in dealing with conflict</p>	<p>Sees self as a ‘can do’ person, backed up by evidence of previous achievements.</p> <p>Shows confidence in involving others in support of specific goals; works inclusively and delegates effectively.</p> <p>Is able to deal with difficult and ambiguous situations with confidence.</p>
<p>Displays political and contextual astuteness; works successfully in political environments</p> <p>Demonstrates belief in the importance of democracy and accountability in public services</p> <p>Understands underlying social and political factors that shape services including reputational issues.</p>	<p>Track record in managing complex relationships with Elected members and wider Communities.</p> <p>Can articulate where they have applied political nous.</p> <p>Is able to describe how the reputation of the Councils can be preserved and enhanced.</p>
<p>Demonstrates overt commitment to acting with integrity and honesty.</p> <p>In open and inclusive in respect of leadership style and in relation to communications.</p> <p>Excellent interpersonal and negotiation skills.</p>	<p>Encourages the growth of confidence and capability across the workforce.</p>
<p>Embraces and manages ambiguity and complexity</p> <p>Displays intellectual flexibility by exploring options and information from a wide range of sources.</p>	<p>Evidence of creativity in leading and developing services.</p>



Leadership	Competency Descriptions
<p>Is capable of providing transformational leadership and direction as a means of contributing to the creation of new organisation based on the 'Best of the Best' principles.</p> <p>Supports others to achieve shared goals.</p> <p>Can provide evidence of working collaboratively with internal and external stakeholders.</p>	<p>Rises to and relishes a range of challenges; can articulate ambition in relation to achieving change and improving performance.</p> <p>Adapts leadership style to increase impact and influence across teams including professional team leaders.</p>
<p>Can demonstrate confidence to lead and communicate change.</p> <p>Understands the impact of change and actively supports staff to positively participate in change processes.</p>	<p>Communicates expectations about 'doing things differently' clearly.</p> <p>Encourages and rewards achievement appropriately.</p>
<p>Evidence of working successfully as part of a senior management team in previous roles.</p> <p>Is able to demonstrate an ability to create dynamic and capable teams.</p> <p>Motivates teams and individuals to maximise their contributions.</p>	<p>Shows evidence of being part of successful teams and can identify opportunities for teams working across the two Councils.</p>
<p>Actively develops talent and potential across the workforce.</p>	<p>Creates opportunities and environments conducive to developing talent.</p>
Corporate Capability	Competency Descriptions
<p>Can contribute to the development of a new culture across the organisation, maximising the benefits of the joint arrangements.</p> <p>Works proactively to maintain a strong corporate top team.</p>	<p>Through management of reconfigured teams, it encourages strong joint identity.</p>
<p>Recognises the importance of supporting collective leadership through loyalty to colleagues and through working hard to develop shared organisational priorities across the two Councils.</p>	<p>Identifies and builds opportunities for corporate working across the two Councils by facilitating matrix working.</p>
<p>Ensures robust financial probity through the appropriate management of processes and systems.</p> <p>Uses performance data and analysis both internally and externally to inform sustainable decisions.</p>	<p>Understands and takes account of the financial implications of day-to-day decisions.</p> <p>Actively performance manages teams.</p>
<p>Has demonstrable experience of establishing partnership models and collaborative networks, applying benefits of shared outcomes.</p>	<p>Can demonstrate experience in maximising the value of wide range of Partnerships. Evidence of seeking opportunities to create strategic alliances.</p>



Strategic Capability	Competency Descriptions
<p>Can clearly articulate purpose and direction through day-to-day management/leadership.</p> <p>Take action to shape and implement a vision for the future development of services.</p> <p>Understands and identifies longer term/strategic trends and opportunities to improve service delivery.</p>	<p>Translates strategy into operational plans; consistently builds from experience of service delivery.</p>
<p>Looks to the longer term, seeking to leave a legacy of improved services.</p> <p>Experience of planning and maintaining business continuity.</p> <p>Defines strategic outcomes, displaying a strong commitment to delivering against performance targets.</p>	<p>Contributes to an active planning process. Can identify the risks and implications of various courses of action and can articulate how business continuity can be maintained.</p>
<p>Experience of undertaking transformational rather than incremental or transactional change to achieve improvement.</p>	<p>Facilitates others' contributions, encouraging optimum performance.</p>

# Our Values

...we believe in



**OUR CUSTOMERS**



**BEING AMBITIOUS**



**TAKING OWNERSHIP**



**BEING OPEN and HONEST**



**OUR PEOPLE**



<p>We empower, value and develop our people to work together as one dynamic and efficient team.</p>	<p>We care about delivering high quality, customer-focused outcomes with our communities and partners.</p>	<p>We are open, transparent and truthful.</p>	<p>We take pride in our work and take responsibility for our actions.</p>	<p>We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.</p>
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